




## STATE OF INDIANA



Eric J. Holcomb, Governor  
Devon McDonald, Executive Director

**TO:** All ICJI Staff and Subgrantees

**FROM:** Devon McDonald, Executive Director 

**RE:** Department of Justice Civil Rights Requirements  
Grant Management Directive 7

**EFFECTIVE DATE:** February 3, 2021

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**Issue:** What are a subgrantee's requirements under Federal civil rights laws?

**Answer:** The Department of Justice requires all recipients and subrecipients of federal funds to comply with a variety of Federal civil rights laws. ICJI has created a Civil Rights Training PowerPoint providing more information on what is required of subgrantees. In addition, ICJI has created a checklist that each subgrantee must fill out, provide to ICJI, and update on an annual basis in order to remain compliant with Federal requirements.

**Next Steps:** All subgrantees must complete the [Civil Rights Training](#) and send a certificate of completion to [training@cji.in.gov](mailto:training@cji.in.gov). The training must be completed on an annual basis. ICJI will update the training as necessary to ensure that it incorporates any changes in Federal law or policy.

All subgrantees must also complete the [Civil Rights Compliance Checklist](#). This must be completed each time a subgrantee receives an award from ICJI, or at least once per year.

**Compliance:** ICJI's Civil Rights Officer will verify that each organization that is in receipt of Federal funds has completed both the training and the checklist on an annual basis.